

Holme Grange School
Whole School Policy Including EYFS
(EYFS includes Little Grange and Reception)



POLICY ON PUPIL SUPERVISION

Review Date	Amendment	Reviewed by:
Jun 2015	Original Version	
Nov 2015	Updated and reviewed	CC
Dec 2017	Updated and reviewed	CC
Dec 2018	Updated and reviewed.	CC
Mar 2019	Updated to include double signing in LG tea.	CC
Sept 2019	Updated and reviewed	CC

This policy document applies to the whole school including the Early Years Foundation Stage (*Little Grange and Reception Classes*).

Legal Requirements

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

Duty of Care

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Policy statement

Holme Grange School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite.
- Supervision of pupils in remote locations is secure.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are enforced.

Holme Grange School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in Education (Sept 2019) and Working Together to Safeguard Children (Aug 2018)

Procedures

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for who no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to pupils, provided that Children's Barred List check has been carried out and references obtained.
- All EYFS pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Pupils are not allowed into the swimming pool without a qualified member of staff in charge.
- Detailed procedures for the supervision of pupils during swimming activities are available to staff in the Sports Department Handbook.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

Security

- Systems are in place for the safe arrival and departure of pupils.
- The times of the pupils' arrivals and departures at Little Grange are recorded in line with EYFS requirements.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded via the school's digital system. All staff and visitors are issued with a lanyard that has a photograph.
- Systems are in place to prevent unauthorised access to our premises via a locked gate an electrical gate, coded front door access and visitors wearing lanyards with photograph.
- Systems are in place to prevent children from leaving our premises – supervision ratios and duty rota, gates
- A full site security risk assessment is in place and regularly reviewed by the Senior Leadership Team

Supervision Plans

Supervision plans for each section of the school are included in Appendix 1 – EYFS and Pre-Prep Appendix 2- Prep School and Appendix 3 – Eaton Grange. As part of safeguarding arrangements staff should follow guidance for the area of the school in which they work

Supervision before 8:15.

The school offers a breakfast club from 7:30am which is supervised and must be pre-booked through the office.

Pupils may arrive at school from 8.15am, and are expected to go home by 6.00pm unless they are staying late for a function or evening class. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. These are displayed on a rota in the staff room. Expectations of duties are set out in staff handbook.

Eaton Grange students are allowed to arrive on site before 8.15am and are allowed in their classrooms or the Eaton Grange library. There is no direct supervision until 8.15am and this is clearly outlined to parents in the Eaton Grange Information for Parents booklet and at the Meet the Form Tutor meetings. Staff are around and in the buildings from 7.45am. The library is supervised from 8.00 am.

On arrival

The school offers a breakfast club to supervise and offer breakfast to pupils pre-booked from 7:30-8:15am. Any pupil, in Reception to Year 6, arriving on the playground before 8:15am, not supervised by a guardian, will be asked to attend the breakfast club. Little Grange pupils may also be pre-booked into breakfast club.

Pupils in Little Grange are taken directly to the Nursery from 8:15 am where they are met by a member of LG staff. If a Little Grange or Reception pupil is in breakfast club then the staff from Club will lead the child to LG or Reception. In LG they wait to sign the pupils in. All other pupils make their own way to their classrooms at 8:15 am. At 8:15 am 2 members of staff will be on the playground to insure children get into the

building safely. Another member of staff will supervise 'back drive ' drop off' and another will supervise the 'drop off zone' in front of the Main School Building. These are shared out on the duty rotas which are displayed on boards in the staffroom.

Pupils in Years 7-11 will enter school grounds via their 'pencil gate' if they arrive at the front of the school and proceed to the Eaton Grange building, access via the playground is not permitted unless they are leaving a younger sibling.

Pre prep and prep school pupils may enter school from 8:15am and go straight to their form rooms where their form teacher will be ready to greet and prepare for the day ahead. Pupils on the playground earlier than 8:15 will wait with their parents. At 8:35 am the school bell will ring and registers are taken by form teachers using Engage.

Office Staff check the registers and will contact parents if any child is not registered and we are not aware of a reason.

During the School Day

No class should be left unsupervised for any reason. In an emergency send 2 children to the School Office.

REGISTRATION

We take a register of pupils at the start of the morning and at the start of the afternoon sessions – these are completed electronically. On a Wednesday for pupils in Year 5-8 a register is taken before lunch due to fixtures and on a Friday for pupils in Years 3 & 4 a register is taken before lunch due to fixtures. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

Early Years - We operate identical registration procedures to the main school; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in advance. A password is requested for any adult that is unknown to us when collecting children. Pupils in Little Grange are assigned a Key Worker.

No pupil will be released to another adult other than their parent or guardian without notification from parent/guardian.

Break Times

At break times, pupils are supervised by members of staff from the respective departments in the school as per a rota established at the start of each term. During a duty staff will oversee playtimes, keep a watchful eye on any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes which may occur. Heads of school share expectations and details of duties with staff at the start of the school year.

The duty staff should ensure all children respond to the bell and return in time to remove their shoes, if field has been used, and return to lessons on time.

Pupils should not be left in a classroom at break times. Children should not be allowed to be inside during playtimes other than after requesting permission for toilets.

Eaton Grange students are allowed in their classrooms and social areas at lunch times. These areas are included in the duty rotas. Supervised homework club operates on a daily basis at lunch time.

Wet play/lunch times

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom or in the hall by the designated duty staff member/members. Year 6 peer mentors will assist the duty members of staff.

In Pre-Prep, Reception pupils are supervised in The Hive, Year 1 in Owls and Y2 in Kestrels.

Departure

As departure times vary the following procedures are in operation.

EYFS

- **Little Grange Lunch time collection 1pm – end of day collection 4 -4:15 pm**
- Pupils going home are supervised by 2 members of staff in the transition room. A member of staff welcomes parents at the outside door and parents enter, sign the register to evidence collection and are dismissed with their child. An adult supervises the main outside door to ensure no child leaves without their parent. An adult also stands at the inner door.

- **Reception end of day 3:30pm** pupils are collected from their form teacher in the Reception Class by parents or authorised person. Any child attending tea is brought over by 2 members of staff to Little Grange when a register is taken. Tea in Little Grange is our after school provision for pupils in EYFS. It is staffed on a rota basis and runs from 4:30pm - 5:50 pm. Tea is for pupils pre-booked in Reception and Little Grange and as per footnote 5 (paragraph 1.1) in Statutory Framework for EYFS we state this is a childcare only provision provided and not assessed against the learning and development requirements in the Early Years. At the end of tea the register is signed by 2 members of the supervising team to confirm all pupils have been collected, the register is then taken to the main office. It is in Reception class that holding is held and a register of those attending is kept via a laminated register of names.
- **Year 1 (3:45 pm) and 2 (4pm)** In these year groups pupils are collected from the door of the Scott Wing that leads onto the playground and are handed to parents or authorised person. If a pupil is being collected at 4:15pm they go to holding in Reception classroom and will be walked over by a member of staff. If the children are moving to after school clubs they will go to the dining room for juice and biscuits (a sandwich may be pre booked). The children are taken to the pre-prep room where Chill Out will be held from 4:15-4:30pm. At 4:30pm pupils are collected for their club. Registers are updated by the office. Staff take the register at the start and end of clubs when pupils are returned to parents at 5:30pm. Chill Out continues until 5:50 pm. Locations and timings of clubs are shared with staff and parents. Provision is made to help youngest pupils in getting to clubs.
- **Year 3-6 4:15pm** pupils are collected from the playground; year 3 -6 form teachers dismiss pupils from the playground. Any pupil staying for club or prep must make their way to juice and biscuits and then to club or prep. Activities staff pick up their children from the dining room. Children will not be sent to activity without a member of staff. Registers are managed by the school office and staff in charge of club takes the register at the start and when dismissing pupils to parents at the end of club. Clubs usually end at 5:30 and Prep ends at 6:00pm
- **Year 7-11** students may depart from the back drive or playground. Students staying for Prep or Clubs are supervised outside by duty staff until 4.30 pm. Staff take a register at the start of clubs.

School bus

School buses run at 4:30pm and 5:30pm. Pupils are booked onto the bus and drivers keep a register of pupils who are expected. Parents are asked to contact school in advance if there are to be any changes to agreed bus attendance to ensure registers are accurate. The school bus service drops pupils to their homes or a delegated stop close to their home, with agreement by parents. Buses are operated by Holme Grange staff.

At 5:30 the school offers a bus service, which is run by a private company, the driver holds a register and the pupils are dropped off at a delegated stop. This is an arrangement with school and parents.

MEDICAL SUPPORT

The school has a full time member of staff who is the school matron and is based in the Main Office.

Teaching staff and non-teaching staff, are trained and qualified as First Aiders, they are able to give emergency first aid. We have paediatric trained first aiders in Pre-Prep. The current list of staff with First Aid qualifications is displayed on a staff notice board in the staffroom. We always make sure that a qualified paediatric first aider is on duty whilst our Early Years children are in school. All staff have access to First Aid kits which are practically placed in all potentially high risk areas, as well as in the School Office. Staff are expected to carry out timely and competent administration of First Aid and follow effective implementation of the school First Aid Policy.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use athletic equipment, adventure playground and TLC equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, cookery room and the science laboratories. All flammables are kept securely locked in appropriate storage facilities. The Science laboratories and cookery room are kept locked when not supervised by an adult.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

EYFS PUPILS

The arrangements for the supervision of EYFS pupils in Little Grange and Reception classes are communicated with parents in meetings held before starting Reception, newsletters and meet the teacher evenings for YR-Y2. The statutory framework for EYFS (3/4/17) states children must be kept safe, providers must assess the risks and identify steps to minimise and manage these. At least 1 person must have a current Paediatric First Aid Certificate and be on the premises with children or when on trips– most of our pre-prep staff hold a Paediatric First Aid certificate. Staff carry out daily risk assessments of EYFS areas both internal and external; a log is kept of these assessments.

Ratios on a School visit:

- To ensure the ratio of leaders to children is appropriate for the needs of the group and the nature of the activity to be undertaken. The school guidelines are stated below:
 - **Foundation Stage**
 - Reception** **1:5**
 - Little Grange** **1:2**
 - **Years 1 – 3** **1:6**
 - **Years 4 - 6** **1:10 to 15**
 - **Years 7 – 11** **1:15 to 20**
- In Years 1 and 2 and Reception there is one teacher and any necessary Learning Support Assistants.
- In the Little Grange there is a Nursery Manager NVQ level 4 qualification in Early Years Care and Education Early Years and Nursery Assistants with NVQ level 3 Qualification.

Visitors to school

All visitors report to the office on arrival and sign in. They are given photographic ID to wear for their stay. All staff are expected to challenge strangers on the premises and report concerns to the office immediately. Any visitors delivering courses or educational sessions to the students will not be left with students unsupervised unless an up to date DBS certificate is evident.

Staff absence cover supervision

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Head of School of the arrangements made.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

Missing Children

If you become aware that a child is missing from your lesson or club there are school procedures to follow in the MISSING CHILD PROCEDURE document.

A child going missing from school is a potential indicator of abuse or neglect. Staff must follow the School's procedures for dealing with children who go missing, particularly on repeat occasions. The School's procedure for dealing with children is deemed a safeguarding issue and the DSL and team will be involved. All unexplained absences will be followed up in accordance with this policy.

School attendance registers are carefully monitored to identify any trends. The School will inform both the local authority where the school sits and the local authority where the child is normally resident of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority. Further information can be found in the school procedures and indicators/risk elements at the CME Statutory Guidance 2016.

Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Record of incidents in school if children are not in attendance of where they should be eg Chill Out, Clubs, Prep, Lesson

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. If there have been times when we are not completely sure where the children are or they have ended up somewhere different to where they should be and this is not acceptable. If a child is not where they should be this is counted as a "near miss" and therefore has to be documented and actioned.

You must complete the "Safeguarding - Missing Children Report" at the end of these incidents. Procedures which must be completed if a child has gone missing from your club, prep, etc. Heads of School must be informed and handed a completed report to bring to SMT to review these incidents.

Protocol for Staff

It is part of our safeguarding duty to ensure that our children are supervised throughout their school day. There have been times when we are not completely sure where the children are or they have ended up somewhere different to where they should be and this is not acceptable. If a child is not where they should be this is counted as a “near miss” and therefore has to be documented and actioned.

There will be a form “Safeguarding - Missing Children Report” at the end of these procedures which must be completed if a child has gone missing from your club, prep, etc.

After school arrangements.

EYFS

Pupils in EYFS attend Nursery Tea at the end of the school day. Pupils in Reception are counted and walked to Little Grange where they are handed to the team as per duty rota.

Pupils are supervised at tea and parents must sign when collecting. At the end of tea (5:50pm) the rooms in Little Grange are all checked and the register is counter signed by two adults on duty. The register is then brought to the front office along with any pupils not collected who will be supervised by the member of SMT on duty.

Pre-Prep and Prep

- Form teachers must direct their children to juice and biscuits if they have not been picked up by parents. In Pre-Prep a member of pre-prep walks the Year 1 pupils to Juice and biscuits, completes a head count before leaving and arrival to ensure all children are handed over safely. Year 2 pupils are directed to walk from dismissal door to the dining room.
- Juice and biscuits staff must ensure that manners and behaviour are adhered to in the dining room.

- If you are taking an after school activity you are responsible for the children.
 - In Pre-Prep pupils are collected from the CHill OUt classrooms for their club at 4:30. A register is taken at the start of club. The adult taking the club dismisses pupils to their parents and checks off their register. Any pupils remaining are brought to the Chill Out Room.
 - In Prep School pupils **must** be picked up from the dining room by the member of staff and the **register** must be done.
 - If a pupil is missing the office must be informed to try and find the child. The “Safeguarding - Missing Children Report” must be completed and given to the DSL.

- In Prep school children will not be released from the dining room unless the member of staff for the club is present in the dining room.
- At the end of the activity, the member of staff of that club must hand over children to the parents and if there are any children left over they must be taken to prep in the bottom rooms of the John Graves building or Chill Out classrooms - displays of which Chill Out classrooms are being used on which day of the week are by the club boards in Scott Wing.

- Break and lunch times are also part of our safeguarding duties. Some children are particularly vulnerable during these times and so having a proactive member of staff on duty is very important. Any issues must be brought to the attention of the form teacher and consistent messages must be given to the children. You **MUST** acquaint yourself with expectations of duties for your school.

The following form MUST be completed if an incident has happened during supervision of the children.

Safeguarding - Missing Children Report

Date -

After School activity -

Member of Staff -

Name of Child -

What happened?-

Who was informed? -

Actions –

Signed off by SMT -

Appendix 1

Pre-Prep Duties and expectations

EYFS and Pre-Prep School Duty Staff expectations

- be punctual
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear
- if you are away on a course/ appointment on duty day please arrange a swap
- if you are ill, cover will be arranged
- no balls are allowed on the playground due to wall tiles
- pre-prep school children must not visit animals on their own
- ensure that poor behaviour is sanctioned and logged with form teacher and Engage or My Concern
- use first aid kit for minor injuries. Only send child to matron for more serious injuries.
- Follow the school safeguarding policies.

Drop Off and Morning Duty 8:15-8:35

Mondays

We have a rota for Mondays due to staff briefings

Two members of staff will be on duty one will be by the doors of the Scott Wing to receive and take any messages for teachers.

The other member of staff will be out the front of school by red markings for new drop off to assist children being dropped to school. The best place to stand is near the wooden fence on left hand side.

Tuesday – Friday

C Cox will always be on drop off at the front of school.

We will have one other team member by the doors of Scott Wing to welcome and take messages.

In Little Grange parents sign their child into the record in the porch, children self-register before sitting on the carpet for welcome and school register via Engage.

Break Time – main playground for Y1&2, The Hive for YR

10:20-10:40

Two members of staff will cover break duty on a rota basis. Rotas are displayed on the Pre-Prep board in the staff.

Year 1 and 2 break is on the main playground. Staff bring a whistle and first aid bag.

There is a drinks trolley for children to help themselves to milk or juice.

Children will bring snacks with them. We are a healthy school and nut free. Snacks should be fruit.

At the end of break blow the whistle children should stop and stand still. Then call a class/year group at a time to line up.

Send House captains in first.

Remind children to walk in silence back to class, they like to put their finger on their lip and this really helps stay quiet.

Reception are on break at the same time as Year 1 and 2 but will remain in The Hive, there is a separate rota for this duty and is on the Staffroom notice board.

Little Grange

In Little Grange, children stop for a morning snack. They sit at the tables with their snack pots from home and pour a drink. Staff supervise the break.

Lunch Duty in the Dining Hall

Little Grange to Year 2 dine together

Little Grange enter at 11:45

Reception at 11:50

Year 1 11:55

Year 2 12:00

Teachers should be aware of intolerances, allergies and food requirements.

Children are encouraged to try the main option and then can have the jacket or pasta as a second.

Once the last Year 2 has been served the bell is rung for Grace
'Dear Lord, for what we have received may we be truly thankful Amen'

All children are expected to stop and put their hands together.

Staff may eat with the children.

Year 2 house captains clean the tables.

When children are able they clear their plates on the trolleys.

No child leaves the dining hall before 12:15.

Seconds are served until 12:15.

Children are supervised by members of their own year group on a rota basis.

Little grange staff count the children as they leave Little Grange, arrive in the lunch hall, leave to walk back and again on arrival to Little Grange.

Adventure Playground Duty

12:15-1:05 – whistle and first aid kit required

Staff should carry out a quick risk assessment and report any findings to the Estates Manager as soon as possible.

Rota is in the staff room

From 12:15 Year 1 and 2 gather on the playground they are reminded to use the toilet, get coats/hats etc as required by staff on duty.

At 12:30 the whistle is blown and children make their way to the adventure playground, via the show lawn path.

Reception join via their gates from 12:30.

Toilets are in The Hive.

Little Grange Lunch time play

Pupils in Little Grange have a lunch play that is supervised by staff on a rota displayed in the Nursery staffroom. At the end of the play children enter the building to prepare for either collection or afternoon activities.

Holding

3:30-4:15 - The Hive

Staffed on a rota basis which is in the staff room

Children who are not attending Club or Chill Out but awaiting an older sibling to be collected attend Holding. A laminated A 3 sheet with all the pre-prep names on is used as a register.

Any child not collected by 4:15 moves to Chill Out.

Little Grange Tea

From 4/4:15

Children in Reception may be booked into LG Tea.

A member of staff from Reception will walk the LG tea children to LG for Tea.

There is a rota for LG tea duties in the staffroom.

At the end of duty the registers are double signed to confirm pupils have been collected and it is left at the front reception desk.

Monday Dance

Dance lessons on a Monday are in the Caudwell Hall.

3:30-4:00 Ballet
4:15-5:00 Ballet
5:00-5:45 Modern
5:45-6:30 Tap

A TA will come to reception at 3:25 to bring the children to dance and stay with them in lesson. After the lesson she will hand over the children going home to either Nicole or Sharon and she will bring those attending tea to LG.

YR TAs will bring over the children for the 4:15 lesson and bring back those from the 3:30 unless parents are at Caudwell in which case they can be dismissed.

Children who are staying after the 5:00 ballet to attend Chill Out should walk together to Hawks classroom.

Judo Wednesday

4:15-5:15

The judo teacher collects the judo club from juice and biscuits. Pupils who are coming to Chill Out at 5:15pm should be walked back with 2 responsible Prep school pupils.

We sometimes have Y2 pupils who participate in the 5:15-6 lesson and they should be dismissed from Chill Out and go together to their judo lesson.

Chill Out

4:30-6:00

Staff supervise play activities on a rota basis in the pre-prep classrooms. A register is taken at the start and pupils are ticked out on the register as they leave. Registers are brought to front reception at the end of Chill Out. Pupils not collected by 6 are brought to the front office where a member of SMT on duty will supervise.

Juice and Biscuits – Dining Hall

3:45-4:30

On a rota in staff room

This runs most smoothly if the member of staff not with a class can set up the drinks and sandwiches from 3:45.

Pupils in Y1 are supervised as they walk from the classroom to the dining hall. Stopping regularly on the walk down will allow for repeated head counts and for children to catch up. The adult who walks the children down ensures the adult taking over for juice and biscuits is ready to receive the children.

From 3:55pm children in Year 1 begin to arrive and are checked off a on register for sandwich choices.

From 4pm Year 2 arrive – they say goodbye to their teacher and walk from the playground to the dining room.

Children must have tidied tables and be ready to leave by 4:15 pm.

At 4:15 children line up to exit, having left tables tidy, and are supervised as they walk back to Chill Out Room to prepare for clubs,

They are walked up to a pre-prep classroom with register to wait until collected for clubs from 4:30pm.

Dismissing pupils from Little Grange

The nursery manager will stand by the outside blue doors and open and close the door to all parents and children.

The children will all be seated in the Transition Classroom with 2 members of staff.

The remaining staff will be placed as follows;

1 by the inside door

1 by the writing table

1 in the doorway to the snack area.

A relay system will then take place with the member of staff by the inside door asking the member of staff in the writing area to request to the member of staff in the snack area to alert Transition Classroom staff to allow a child to be released.

Staff on Transition Room Duty- one member must oversee a child who needs to use the toilet.

A rota has been shared of dismissal duties to ensure a smooth end of day at either lunch or 4- 4:15pm

Parents sign their child out in the signing in and out book by the main door of Little Grange.

Appendix 2

Prep School Duty Staff expectations

All duty staff must be:

- punctual
- walk around the duty area and observe children's behaviours
- be aware of out of bounds – back of sports hall, inside the buildings, on the road
- children must wear appropriate footwear on the astro and the field
- if you are away on a course/ appointment on duty day please arrange a swap
- if you are ill, cover will be arranged
- that all children go outside unless the weather is too bad
- no balls are allowed on the playground due to wall tiles
- only Eaton Grange are allowed on the trampoline – no flips
- know that prep school children must not visit animals on their own without specific permission from a member of staff, with a member of year 6 or the farm prefects.
- ensure that poor behaviour is sanctioned and logged with form teacher and Engage or My Concern
- toilets and changing rooms should be checked regularly
- use first aid kit for minor injuries. Only send child to matron for more serious injuries.
- follow the school Safeguarding policies.

Daily duties

Before school 815-830am

Two members of staff on duty – one on the playground and one on the back drive guiding children from the cars across the road on the zebra crossing.

Morning break 1115-1135am (1105-1125 Wednesday)

3 members of staff on duty.

One on the adventure playground, one on the playground and one on the astro/field.

Wet Weather procedure

Duty staff must patrol around the Scott Wing and John Graves. The year 6 peer mentors will assist staff.

Lunchtime outside duty

1235-105 pm and 105- 135pm (1225-1255 and 1255 – 125 Wednesdays)

Two members of staff on duty at each duty. The previous guidelines apply

Lunchtime inside duty

1235-105 pm and 105- 135pm

Three members of staff on duty. One staff member guiding the lunch queue – two lines of children. Please ensure that students come in to lunch at their designated time and not before. Please ensure that they wait quietly and then manage the queue so that it moves as quickly as possible – e.g. students wanting pasta or baked potato option can move to the middle serving station, if others are waiting for another choice.

One staff member overseeing good manners and one staff member overseeing the salad bar.

All staff should ensure that the children take away their used crockery and wipe their tables down.

A member of staff must ensure that Grace is read at each sitting.

Afternoon pause

310-315pm

One member of staff on duty

All prep school children have a drink and snack on the playground.

No children are allowed on the field or astro.

End of school 415pm

Prep School form teachers to dismiss children from the playground

Year 6 from the Scott Wing

Year 5 from John Graves near sports hall

Year 4 from John Graves front door

Year 3 from John Graves near the staff room

Appendix 3

Eaton Grange Duty Expectations

Before school – 8.15 – 8.30

The Grange Lockers and Eaton Grange Lockers.

Please supervise students preparing their books and equipment for the day.

Please ensure that uniform is correct.

Please ensure that no mobile phones are on show.

There should be no playing on the back field/aeroball/show lawn/back astro before school.

Morning break

ALL students should be outside at morning break, unless it is bad weather.

One member of staff patrol Eaton Grange to make sure students are outside and one member of staff to patrol The Grange.

Then please do a circuit of the buildings, back field, show lawn and back astro.

Please ensure that students are behaving sensibly and that there are NO mobile phones on show.

Please check the girls and boys toilets in both buildings and also patrol the vending machine area – please check there is no litter

Lunch time – Homework club/Homework Detention

Students might be sent with a demerit by a member of staff to complete an unfinished homework – the student must stay until the work is finished and then hand it in to the member of staff concerned.

Or, a student might choose to come to the club to do their homework. Please ensure that there are silent working conditions and that students are completing their own work.

Lunch time - Dining Room duty

Three members of staff are on duty in the Dining Room

One member of staff should be on line duty – please ensure that students come in to lunch at their designated time and not before. Please ensure that they wait quietly and then manage the queue so that it moves as quickly as possible – e.g. students wanting pasta or baked potato option can move to the middle serving station, if others are waiting for another choice.

One member of staff should supervise all tables to ensure good manners are being observed and that all tables are left clear and wiped clean before leaving.

One member of staff to supervise the salad bar and the dessert area to check that students are serving themselves correctly. Also to supervise waste bins to check that a minimal amount of food is wasted and to check that no food leaves the dining room. Students should finish eating before leaving.

All staff have a responsibility to check that good table manners are being observed and that the dining area is kept tidy, even when not on duty.

Lunch time – Outside duty

Students should be encouraged to go outside unless it is bad weather. They can stay in their form rooms as long as they are behaving sensibly. There should be no running around inside and NO chrome books or laptops unless in the designated Homework classroom.

One member of staff patrol Eaton Grange and one member of staff to patrol The Grange.

Then please do a circuit of the buildings, back field, show lawn and back astro.

Please ensure that students are behaving sensibly and that there are NO mobile phones on show.

Please check the girls and boys toilets in both buildings.

After school 4.15 – 4.30

The Grange locker area and Eaton Grange locker area – one member of staff for each.

Please ensure that students are packing away their books and equipment as soon as possible if they are not staying for an after school club.

Please ensure that the areas are completely clear by 4.30, when students should either be off the premises or in an after school club. If for any reason, they haven't been collected by parents they MUST go to Prep. There should be no student outside after 4.30. They are not allowed to play on the field/aeroball/showlawn etc. or watch sports matches which might be taking place without a member of staff supervising them directly.

Back Drive – 4.15 – 4.30

Staff to supervise the bus shelter down the back drive. Ensure students are behaving sensibly. Ensure students cross the road safely. If any students below Year 9 have not been collected by 4.30 pm then they must be escorted to Prep. Older students may stay as long as they have received a message from parents to say they are on their way.

Monitor mobile phone use – only for messages to and from parents about collection.

Late stay – 6.00 pm

All students should be off the premises by 6.00 pm. If they are not for any reason, they must go to the front office and the SMT late stay duty will take charge of them. Students must not be allowed to wander and wait for their parents anywhere on site as this can result in us not knowing where they are. It is important that we know where all students are at all times.

